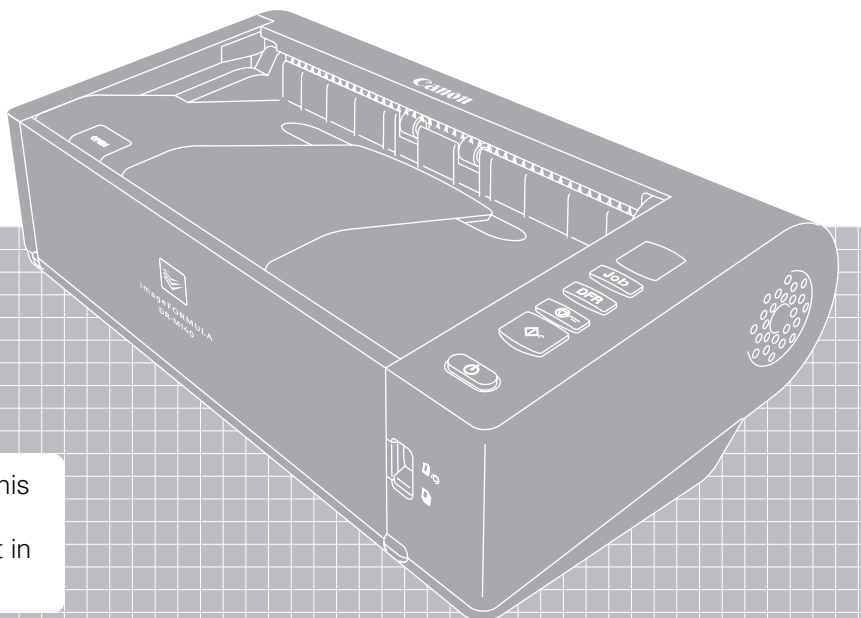
0-00-DR-M140_RG_UK.book Page 1 Monday, August 8, 2011 5:15 PM

Canon

imageFORMULA
DR-M140

Reference Guide



- Please read this manual before operating this scanner.
- After you finish reading this manual, store it in a safe place for future reference.

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FCC REGULATIONS (For 120 V model)

Document Scanner, Model M111121
This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.
Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment OFF and ON, the user is encouraged to try to correct the interference by one or more of the following measures:
– Reorient or relocate the receiving antenna.
– Increase the separation between the equipment and receiver.
– Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
– Consult the dealer or an experienced radio/TV technician for help.
Use of shielded cable is required to comply with Class B limits in Subpart B of Part 15 of FCC Rules.
Do not make any changes or modifications to the equipment unless otherwise specified in the manual. If such changes or modifications should be made, you could be required to stop operation of the equipment.
Canon U.S.A. Inc.
One Canon Plaza, Lake Success NY 11042, U.S.A.
Tel. No. (516)328-5000

RADIO INTERFERENCE REGULATIONS (For 120 V models)

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as set out in the interference-causing equipment standard entitled “Digital Apparatus”, ICES-003 of the Industry Canada.

RÈGLEMENT SUR LE BROUILLAGE RADIOÉLECTRIQUE (For 120 V models)

Cet appareil numérique respecte les limites de bruits radioélectriques applicables aux appareils numériques de Classe B prescrites dans la norme sur le matériel brouilleur: “Appareils Numériques”, NMB-003 édictée par l’Industrie Canada.

International ENERGY STAR® Office Equipment Program

As an ENERGY STAR® Partner, CANON ELECTRONICS INC. has determined that this machine meets the ENERGY STAR® Program guidelines for energy efficiency.
The International ENERGY STAR® Office Equipment Program is an international program that promotes energy saving through the use of computers and other office equipment. The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily. The targeted products are office equipment, such as computers, monitors, printers, fax, machine, copiers, and scanners. The standards and logos are uniform among participating nations. This model doesn’t provide setting options for power management.

European Union (and EEA) only.

This symbol indicates that this product is not to be disposed of with your household waste, according to the WEEE Directive (2002/96/EC) and your national law. This product should be handed over to a designated collection point, e.g., on an authorized one-for-one basis when you buy a new similar product or to an authorized collection site for recycling waste electrical and electronic equipment (EEE). Improper handling of this type of waste could have a possible negative impact on the environment and human health due to potentially hazardous substances that are generally associated with EEE. At the same time, your cooperation in the correct disposal of this product will contribute to the effective usage of natural resources. For more information about where you can drop off your waste equipment for recycling, please contact your local city office, waste authority, approved WEEE scheme or your household waste disposal service. For more information regarding return and recycling of WEEE products, please visit www.canon-europe.com/environment.
(EEA: Norway, Iceland and Liechtenstein)

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Für EMVG

Dieses Produkt ist zum Gebrauch im Wohnbereich, Geschäfts-und Gewerbebereich sowie in Kleinbetrieben vorgesehen.

Model Names

The following name may be provided for the safety regulations in each sales region of the Document Scanner.
DR-M140: Model M111121

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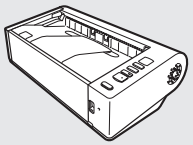
Setup Guide

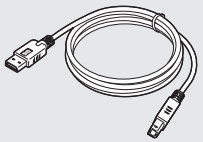
Please read first.

STEP 1 Checking the Accessories

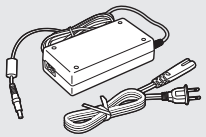
If any of the items listed below are missing or damaged, contact your local authorized Canon dealer or service representative.



Scanner



USB Cable
Type A/Type B (Length: 1.8 m)



AC Adapter/Power Cord
(Connected length: 2.6 m)

Reference Guide

Before Use
(Europe only)

Setup Disc

Warranty Card
(U.S.A. and Canada only)

- Items included in this manual are subject to change without notice.
- You must keep the machine's packaging and packing materials for storing or transporting the machine.
- For Europe, a print version of *Reference Guide* is supplied in English.
  The content of the *Reference Guide* can be found in other languages in the *User Manual* on the Setup Disc.
- The shape of the power plug varies by country and region.

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Setup Disc Contents

Install the following software necessary for using the scanner from the supplied Setup Disc.

- **CaptureOnTouch**
  This is a dedicated scanning application for this product.
- **CapturePerfect 3.1**
  This is a scanning application for the DR series scanner.
- **Scanner Driver**
  This is the scanner driver for this product.

Third-Party Software

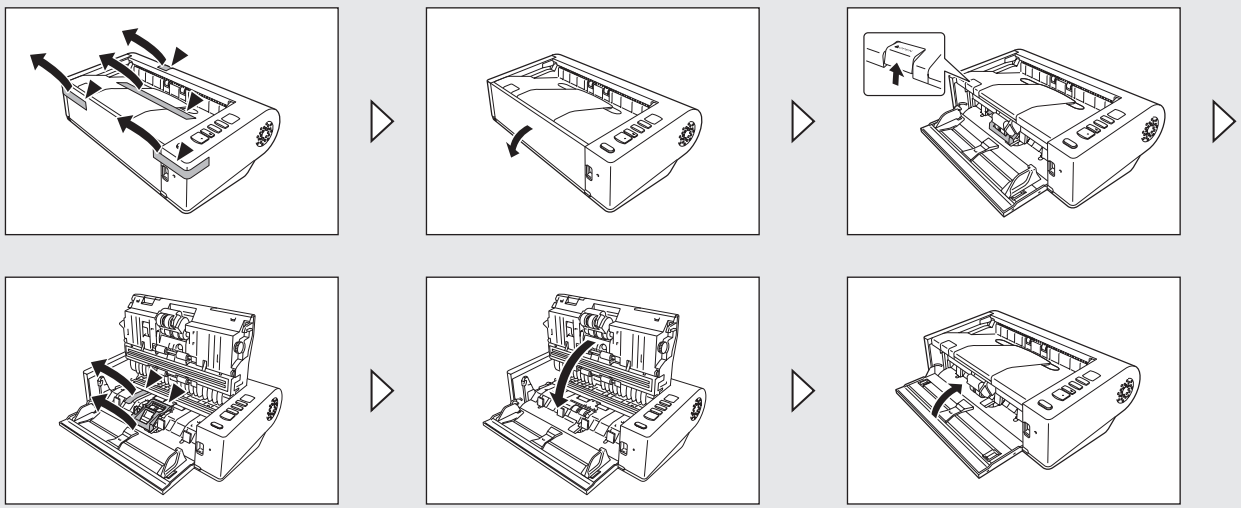
The following software applications are also included on the supplied Setup Disc. For details on installing these applications, refer to the Readme.txt file.

- **eCopy PDF Pro Office**
  Nuance Communications PDF creation/editing software.

IMPORTANT

When scanning with third-party software, user the scanner driver of this scanner to configure scanning conditions. For details on how to open the scanner driver, refer to the manuals supplied with each software application.

After taking the scanner out of the box, remove the protective sheets (▼) from the scanner.



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STEP 2 Installing the Software

System requirements

To use the scanner, your computer must satisfy the following system requirements.

Computer

CPU:	Intel Core 2 Duo 1.66GHz or faster
Memory:	1GB or more
Hard disk:	3 GB or more available space required for installation of all software
USB interface:	Hi-Speed USB2.0
Monitor:	Resolution of 1024 × 768 (XGA) or better recommended.
Optical drive:	Drive capable of reading DVDs.

Operating system

- Microsoft Windows XP Service Pack 3 or later
- Microsoft Windows XP x64 Edition Service Pack 2 or later
- Microsoft Windows Vista Service Pack 2 or later (32-bit and 64-bit editions)
- Microsoft Windows 7 Service Pack 1 or later (32-bit and 64-bit editions)

Other requirements

- An ISIS-compatible application or a TWAIN-compatible application that is compatible with the above operating systems.
- .NET Framework 3.5 or later

IMPORTANT

- If you do not know the requirements for your computer system, contact the store where you purchased the computer or the manufacturer of the computer for more information.
- If you use the scanner with Windows, use the latest USB 2.0 driver made available by Microsoft. For details, consult your local authorized Canon dealer.
- Use the USB interface provided as standard with your computer. However, normal operation is not guaranteed with all USB interfaces, even if present as standard equipment on the computer. For details, consult your local authorized Canon dealer.
- Scanning speeds are lower if your computer's standard USB interface is USB Full-Speed (equal to USB 1.1.)
- The USB cable you are using should be the one originally included with the scanner.
- If the CPU, memory, interface card, and other specifications do not satisfy the installation requirements, the scanning speed may be greatly reduced and transmission may take a long time.
- Even if the computer satisfies the recommended specifications, the scanning speed may vary, depending on the specified scan settings.
- The scanner drivers provided with the scanner do not necessarily operate on all ISIS or TWAIN-compatible applications. For details, contact your application software retailer.

Precautions for Use in 64-bit Operating Systems

- The ISIS/TWAIN driver supplied with this product supports scanning with 32bit applications only.
- Even with 32-bit applications, not all ISIS/TWAIN compliant applications are guaranteed to operate.
- Scanning speed may vary depending on the specifications of your computer.

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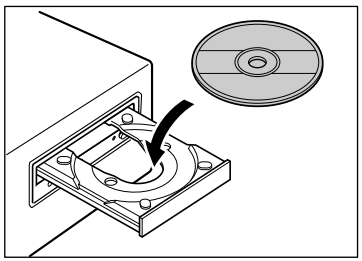
Software Installation

IMPORTANT

- Install the software before connecting the scanner to the computer.
- Log on to Windows as an Administrator.
- Close all other applications before installing the software.

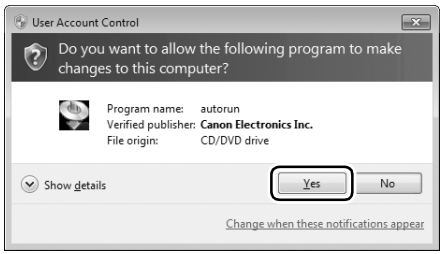
1 Insert the software setup disc into the disk drive of the computer.

The setup menu automatically starts up when you insert the disc into the drive. (If the menu does not start up, execute setup.exe from the disc.)

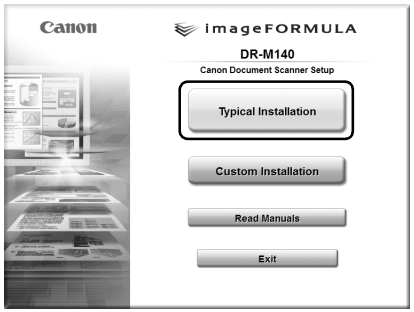


For Windows 7/Vista

If the following screen appears, click [Yes] or [Permissions].


User Account Control
Do you want to allow the following program to make changes to this computer?
Program name: autorun
Verified publisher: Canon Electronics Inc.
File origin: CD/DVD drive
Show details
Yes
No
Change when these notifications appear

2 Click [Typical Installation].



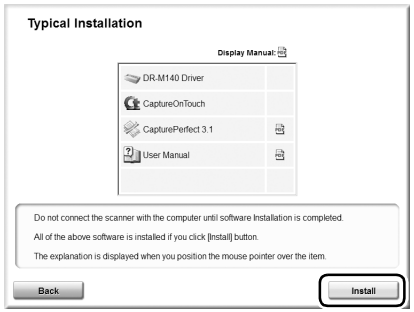
About Installation of the Third-Party Software

When installing the bundled software, you can choose which of the bundled software to install if you select [Custom Installation].

Hint

If you want to reinstall only specific software that you have previously uninstalled, select [Custom Installation] and specify the software.

3 Click [Install].


Typical Installation
Display Manual:
DR-M140 Driver
CaptureOnTouch
CapturePerfect 3.1
User Manual
Do not connect the scanner with the computer until software installation is completed.
All of the above software is installed if you click [Install] button.
The explanation is displayed when you position the mouse pointer over the item.
Back
Install

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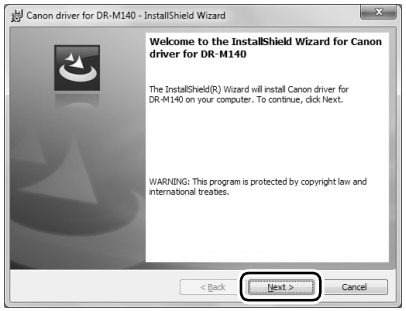
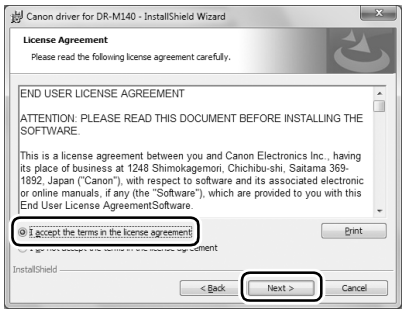
4 **Click [Next].**


Canon driver for DR-M140 - InstallShield Wizard
Welcome to the InstallShield Wizard for Canon driver for DR-M140
The InstallShield(R) Wizard will install Canon driver for DR-M140 on your computer. To continue, click Next.
WARNING: This program is protected by copyright law and international treaties.
< Back
Next >
Cancel

5 **Read the license agreement, and click [I accept the terms in the license agreement] and then [Next] if you agree to it.**


Canon driver for DR-M140 - InstallShield Wizard
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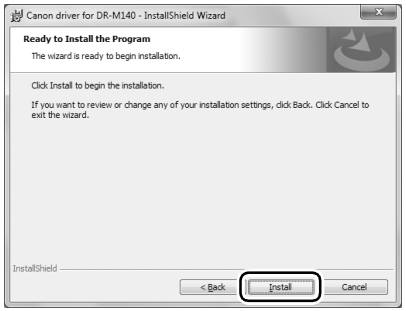
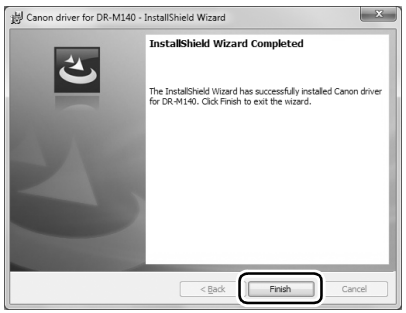
I accept the terms in the license agreement
Print
InstallShield
< Back
Next >
Cancel

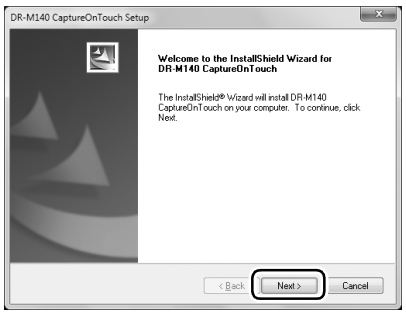
6 **Click [Install].**


Canon driver for DR-M140 - InstallShield Wizard
Ready to Install the Program
The wizard is ready to begin installation.
Click Install to begin the installation.
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.
InstallShield
< Back
Install
Cancel

7 **When the driver installation is complete, click [Finish].**


Canon driver for DR-M140 - InstallShield Wizard
InstallShield Wizard Completed
The InstallShield Wizard has successfully installed Canon driver for DR-M140. Click Finish to exit the wizard.
< Back
Finish
Cancel

8 **Click [Next].**


DR-M140 CaptureOnTouch Setup
Welcome to the InstallShield Wizard for DR-M140 CaptureOnTouch
The InstallShield® Wizard will install DR-M140 CaptureOnTouch on your computer. To continue, click Next.
< Back
Next >
Cancel

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9 **Read the license agreement, and click [Yes] to accept it.**

DR-M140 CaptureOnTouch Setup
License Agreement
Please read the following license agreement carefully.
Press the PAGE DOWN key to see the rest of the agreement.
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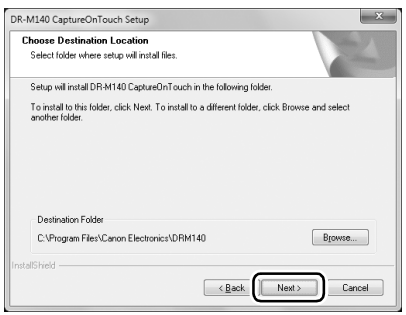
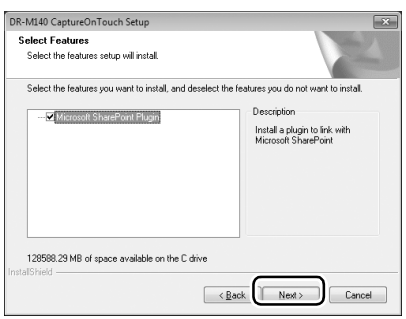
Do you accept all the terms of the preceding License Agreement? If you select No, the setup will close. To install DR-M140 CaptureOnTouch, you must accept this agreement.
Print
InstallShield
< Back
Yes
No

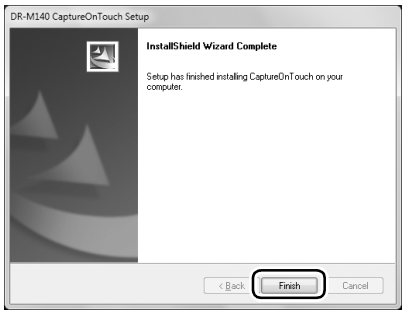
10 **Click [Next].**


DR-M140 CaptureOnTouch Setup
Choose Destination Location
Select folder where setup will install files.
Setup will install DR-M140 CaptureOnTouch in the following folder.
To install to this folder, click Next. To install to a different folder, click Browse and select another folder.
Destination Folder
C:\Program Files\Canon Electronics\DRM140
Browse...
InstallShield
< Back
Next >
Cancel

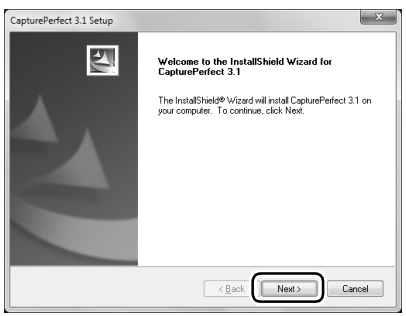
11 **Specify whether to install the plug-in for Microsoft SharePoint, and click [Next].**


DR-M140 CaptureOnTouch Setup
Select Features
Select the features setup will install.
Select the features you want to install, and deselect the features you do not want to install.
Microsoft SharePoint Plugin
Description
Install a plugin to link with Microsoft SharePoint
129588.29 MB of space available on the C drive
InstallShield
< Back
Next >
Cancel

12 **When CaptureOnTouch installation is complete, click [Finish].**



13 **Click [Next].**


CapturePerfect 3.1 Setup
Welcome to the InstallShield Wizard for CapturePerfect 3.1
The InstallShield® Wizard will install CapturePerfect 3.1 on your computer. To continue, click Next.
< Back
Next >
Cancel

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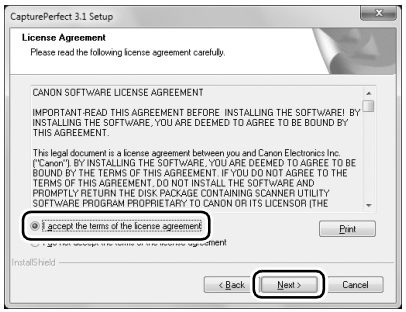
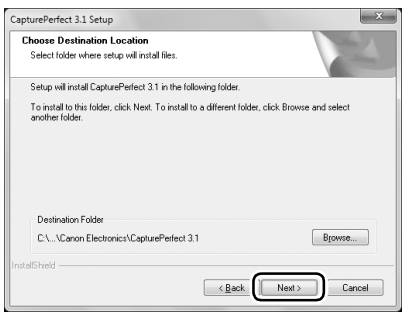
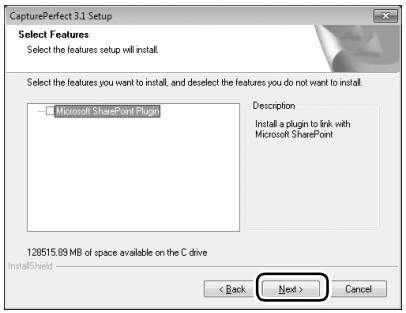
14 **Read the license agreement, and click [I accept the terms in the license agreement] and then [Next] if you agree to it.**


CapturePerfect 3.1 Setup
License Agreement
Please read the following license agreement carefully.
CANON SOFTWARE LICENSE AGREEMENT
IMPORTANT-READ THIS AGREEMENT BEFORE INSTALLING THE SOFTWARE! BY INSTALLING THE SOFTWARE, YOU ARE DEEMED TO AGREE TO BE BOUND BY THIS AGREEMENT.
This legal document is a license agreement between you and Canon Electronics Inc. ("Canon"). BY INSTALLING THE SOFTWARE, YOU ARE DEEMED TO AGREE TO BE BOUND BY THE TERMS OF THIS AGREEMENT. IF YOU DO NOT AGREE TO THE TERMS OF THIS AGREEMENT, DO NOT INSTALL THE SOFTWARE AND PROMPTLY RETURN THE DISK PACKAGE CONTAINING SCANNER UTILITY SOFTWARE PROGRAM PROPRIETARY TO CANON OR ITS LICENSOR (THE
I accept the terms of the license agreement
Print
InstallShield
< Back
Next >
Cancel

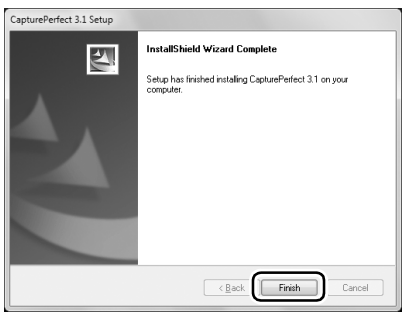
15 **Click [Next].**


CapturePerfect 3.1 Setup
Choose Destination Location
Select folder where setup will install files.
Setup will install CapturePerfect 3.1 in the following folder.
To install to this folder, click Next. To install to a different folder, click Browse and select another folder.
Destination Folder
C:\...\Canon Electronics\CapturePerfect 3.1
Browse...
InstallShield
< Back
Next >
Cancel

16 **Specify whether to install the plug-in for Microsoft SharePoint, and click [Next].**


CapturePerfect 3.1 Setup
Select Features
Select the features setup will install.
Select the features you want to install, and deselect the features you do not want to install.
Microsoft SharePoint Plugin
Description
Install a plugin to link with Microsoft SharePoint
128515.89 MB of space available on the C drive
InstallShield
< Back
Next >
Cancel

17 **When CapturePerfect installation is complete, click [Finish].**



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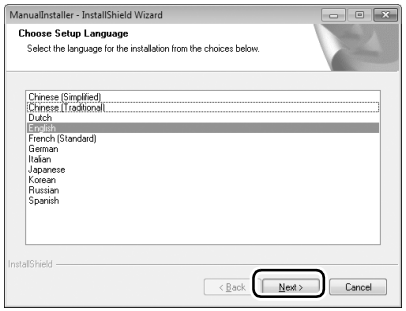
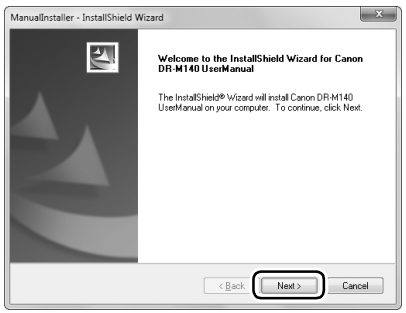
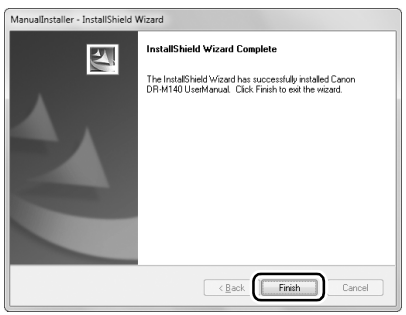
18 **Select the language you want to use, and click [Next].**



19 **Click [Next].**


ManualInstaller - InstallShield Wizard
Welcome to the InstallShield Wizard for Canon DR-M140 UserManual
The InstallShield® Wizard will install Canon DR-M140 UserManual on your computer. To continue, click Next.
< Back
Next >
Cancel

20 **When the User Manual installation is complete, click [Finish].**


ManualInstaller - InstallShield Wizard
InstallShield Wizard Complete
The InstallShield Wizard has successfully installed Canon DR-M140 UserManual. Click Finish to exit the wizard.
< Back
Finish
Cancel

21 **Click [Exit] to finish installing the software.**

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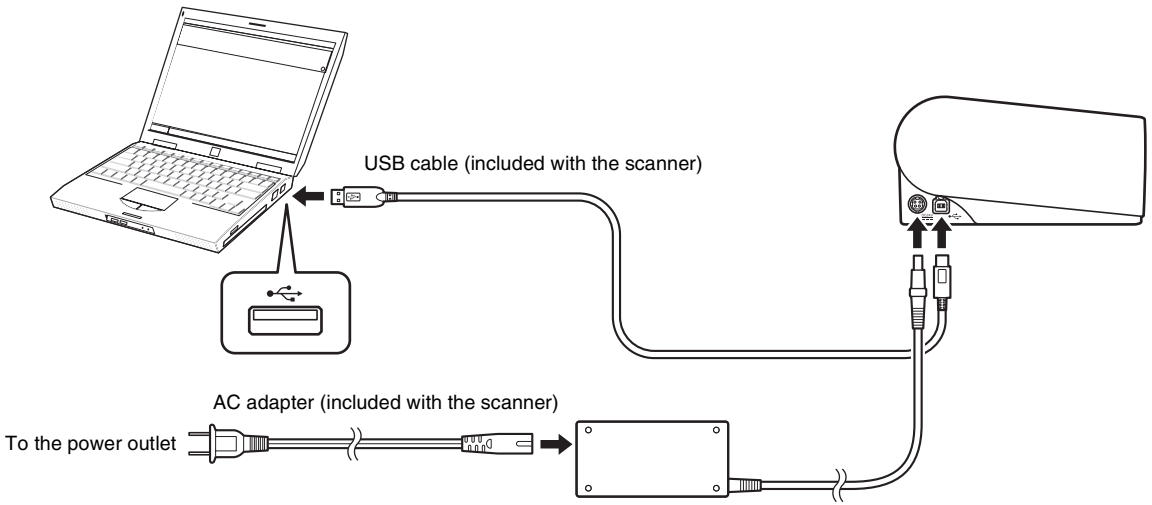
STEP 3 Connecting to a Computer

Connect the scanner to the computer and the power supply.

IMPORTANT

- Do not connect the scanner to the computer before installing the software.
- Before connecting the scanner to the computer, verify that the power of the scanner is OFF. If the power is ON, turn it OFF.



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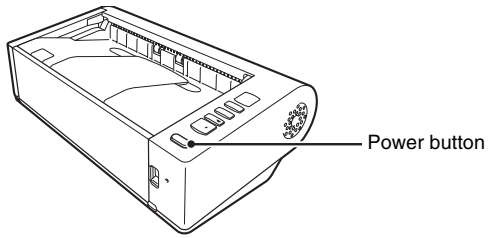
STEP 4 Turning the Power ON

The power of the scanner can be turned ON and OFF with the power button on the front of the scanner.

1 Make sure that the scanner and computer are connected properly.

2 Press the power button.



The power button lights blue when the power turns ON.

Hint

A balloon message such as shown below appears on the task bar. If you wait a while, automatic scanner recognition will end and the scanner will become ready to use.

When the scanner is properly connected to the computer, the (CaptureOnTouch) icon appears on the taskbar as follows.

If the taskbar icon appears as , the scanner is not properly connected to the computer. Check the status of the power switch and USB cable.

Turning Off the Power

Press and hold the power button until the indicator goes out.

IMPORTANT

- After turning the scanner off, wait at least 10 seconds before turning it back on.
- If you will not be using the scanner for an extended period, you should disconnect the power cord from the AC outlet for safety.

Hint

The scanner's auto power off setting is enabled by default, and the scanner will turn off automatically if it is not operated for 4 hours. For details on how to disable this setting, see "Auto Power Off Setting" on p. 47.

This completes setup.

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Introduction

Thank you for purchasing the Canon imageFORMULA DR-M140 Document Scanner.
Please read the following manuals carefully and familiarize yourself with the functions of the scanner before use to ensure you sufficiently understand the functions and make the most of the scanner's capabilities. After reading the manuals, store them in a safe place for future reference.

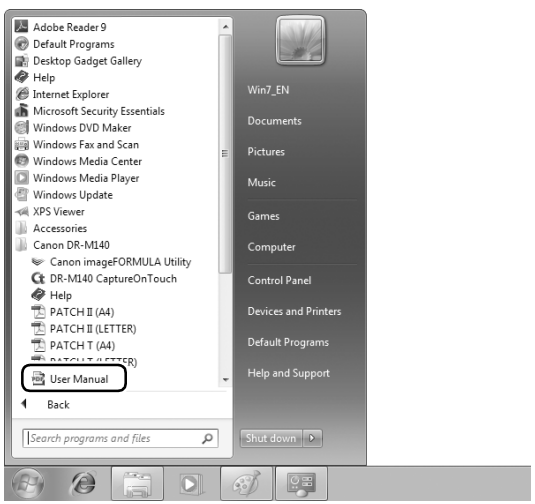
Manuals for the Scanner

Documentation for this scanner consists of the following manuals.

- **Reference Guide (this manual)**
  This describes setup procedures for the scanner. Read this manual when you first use the scanner.
- **User Manual**
  This manual contains the operating procedures of the scanner. (PDF electronic manual only)

Hint

- The manual (User Manual) for this scanner is stored on the Setup Disc as an electronic manual in PDF format.
- If you are using Windows, the User Manual (electronic manual) will be registered to the following location when the software is installed.



Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

WARNING

Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. To use the scanner safely, always pay attention to these warnings.

CAUTION

Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. To use the scanner safely, always pay attention to these cautions.

IMPORTANT

Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the scanner correctly, and avoid damaging the scanner.

Hint

Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

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0-00-DR-M140_RG_UK.book Page 17 Monday, August 8, 2011 5:15 PM

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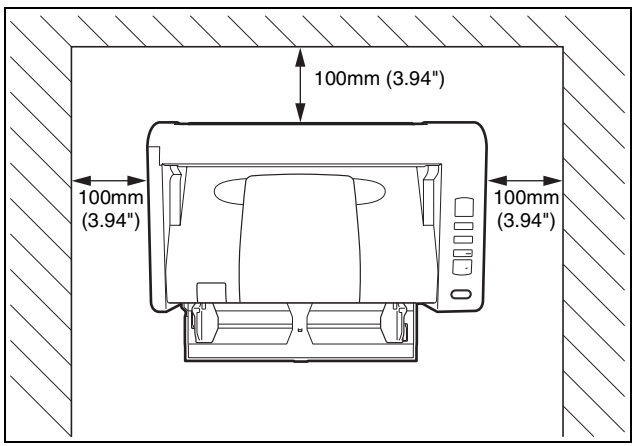
Important Safety Instructions

To ensure the safe operation of this scanner, be sure to read the safety warnings and precautions described below.

Installation Location

The performance of this scanner is affected by the environment in which it is installed. Make sure that the location where the scanner is installed meets the following environmental requirements.

- Provide adequate space around the scanner for operation, maintenance, and ventilation.



- When scanning documents using the straight path, provide adequate space in back of the scanner for scanned document output.
- Avoid installing the machine in direct sunlight. If this is unavoidable, use curtains to shade the scanner.
- Avoid locations where a considerable amount of dust accumulates as dust may adversely affect the inside of the scanner.
- Avoid warm or humid locations, such as in the vicinity of a water faucet, water heater, or humidifier. Avoid locations where ammonia gas is emitted. Avoid locations near volatile or flammable materials, such as alcohol or paint thinner.
- Avoid locations that are subject to vibration.
- Avoid exposing the scanner to rapid changes in temperature. If the room in which the scanner is installed is cold but rapidly heated, water droplets (condensation) may form inside the scanner. This may result in a noticeable degradation in scanning quality. The following conditions are recommended for optimal scanning quality:
  Room temperature: 10 °C to 32.5 °C (50 °F to 90.5 °F)
  Humidity: 20% to 80% RH
- Avoid installing the scanner near equipment that generates a magnetic field (e.g. speakers, televisions, or radios.)

AC Adapter

- Connect only to a power outlet of the rated voltage and power supply frequency (120 V, 60 Hz or 220-240 V, 50/60 Hz depending on your region).
- Do not connect other electrical equipment to the same power outlet to which the scanner is connected. Also, when using an extension cord, make sure that the extension cord is rated for the current requirements of the scanner.
- Never try to take the AC adapter apart or modify it in any way, as this is dangerous.
- The power cord may become damaged if it is often stepped on or if heavy objects are placed on it.
- Do not use the power cord while it is coiled.
- Do not pull directly on the power cord. When disconnecting the power cord, grasp the plug and remove it from the outlet.
- Keep the area around the power cord clear of objects so that the power cord can be disconnected easily in an emergency.
- Do not use an AC adapter other than the one provided with the scanner. Do not use the AC adapter provided with the scanner with other products.
- If you have any questions regarding the power supply, contact your local authorized Canon dealer or service representative for further information.

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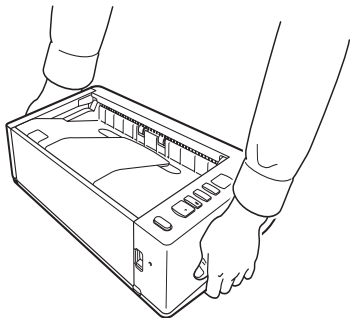
Moving the Scanner

- When moving the scanner, always hold it with both hands to avoid dropping it.
- Make sure to disconnect the interface cable and AC adapter before moving the scanner. If the scanner is transported with these items connected, the plugs and connectors may be damaged.



Handling

⚠ WARNING

Note the following precautions whenever using the scanner. Failure to do so may result in a fire or electric shock.

- Never use alcohol, benzene, paint thinner, aerosol sprays, or any other highly flammable substance near the scanner.
- Do not cut, damage, or modify the power cord. Do not place heavy objects on the power cord, and do not pull or excessively bend the power cord.
- Never connect the power cord when your hands are wet.
- Do not connect the scanner to a multi plug power strip.
- Do not knot or coil the power cord as this may result in a fire or electric shock. When connecting the power cord, make sure that the power plug is securely and completely inserted into the power outlet.
- Do not use a power cord or AC adapter other than the ones provided with this scanner.
- Do not take the scanner apart or modify it.
- Never try to take the AC adapter apart or modify it in any way, as this is dangerous.
- Do not use flammable spray near the scanner.
- When cleaning the scanner, push the power button to turn it OFF and disconnect the power cord from the power supply.
- Clean the scanner using a slightly dampened cloth which has been well wrung out. Never use alcohol, benzene, paint thinner, or any other flammable substances.
- If the scanner makes strange noises, or gives off smoke, heat, or strange odors, or the scanner does not function or other abnormalities occur when you use the machine, immediately push the power button to turn it off, and disconnect the power plug from the power outlet. Then, contact your local authorized Canon dealer or service representative to have the unit serviced.
- Do not drop the scanner, or subject it to impact or strong shock. Should the scanner ever become damaged, immediately push the power button to turn it OFF, and disconnect the power plug from the power outlet. Then, contact your local authorized Canon dealer or service representative to have the unit serviced.
- Before moving the scanner, be sure to push the power button to turn it OFF, and disconnect the power plug from the power outlet
- **To customers with cardiac pacemakers**
  The scanner generates a weak magnetic field. If customers using cardiac pacemakers experience any abnormalities, move away from the scanner and consult a physician.

⚠ CAUTION

- Do not install the scanner on a surface that is unstable or tilted, or in an area subject to excessive vibrations, as this may cause the scanner to fall, resulting in personal injury or damage to the scanner.
- Never place small metal objects such as staples, paper clips, or jewelry on the scanner. These items may fall into the scanner, and cause a fire or electric shock. Should such objects ever fall inside the scanner, immediately push the power button to turn it OFF, and disconnect the power plug from the power outlet. Then, contact your local authorized Canon dealer or service representative to have the unit serviced.
- Do not install the scanner in a humid or dusty location. Doing so might cause a fire or electric shock.
- Do not place objects on top of the scanner. Such objects may tip or fall over, resulting in personal injury.
- Connect only to a power outlet of the rated voltage and power supply frequency (120 V, 60 Hz or 220-240 V, 50/60 Hz depending on your region). Doing so might cause a fire or electric shock.

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- When unplugging the power cord, grasp it firmly by its plug. Do not pull directly on the power cord, as this may damage or expose the cord's internal wiring, resulting in a fire or electric shock.
- Leave sufficient space around the power plug so that it can be unplugged easily. If objects are placed around the power plug, you will be unable to unplug it in an emergency.
- Do not allow water or flammable substances (alcohol, paint thinner, benzene, etc.) to spill into the scanner, as this may result in a fire or electric shock. Doing so might cause a fire or electric shock.
- Push the power button to turn the scanner OFF for safety when not using the scanner for a long period of time, such as overnight. Also, push the power switch to turn it OFF, and disconnect the power cord from the power outlet for safety when the machine will not be used for an extended period of time, such as during consecutive holidays.
- Do not block the ventilation holes. Doing so might cause overheating.
- Do not wear loose clothing or jewelry that may get caught in the scanner while you are using it, as this may result in personal injury. Be extra careful of neckties and long hair. If anything becomes caught in the scanner, immediately disconnect the power cord to stop the scanner.
- Be careful when loading paper into the scanner and when removing jammed paper, as it is possible to cut your hand on the edge of a sheet of paper.

Disposal

When disposing of this scanner, be sure to follow all local ordinances and laws or consult with the retailer who sold you the scanner.

When sending the scanner for repairs

When a request is made for repairs, the scanner needs to be sent to the specified address. When sending the scanner, use the packing box in which it came. Firmly secure the scanner with packaging material when you place it in the packing box.

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Features of the Scanner

The main features of the DR-M140 document scanner are described below.

- **Compact Design**
  The scanner has a compact size of 313 mm (12.32") (W) x 93 mm (3.66") (H) x 181 mm (7.13") (D) when the document feed tray is closed.
- **Fast Document Feeding**
  Documents can be scanned at a speed of up to 40 pages per minute (when scanning one-sided or two-sided documents of A4 size at 200 dpi).
- **Two Eject Paths for Scanning a Variety of Documents**
  Use the space saving U-turn path to scan paper of standard thickness, or use the straight path to scan cards and other thick documents.
- **High Image Quality**
  The 600 dpi optical resolution sensor incorporated in the scanner enables documents to be scanned with high image quality.
- **USB 2.0 Interface**
  The scanner supports Hi-Speed USB 2.0.
- **Color/Grayscale Support**
  Documents can be scanned in 24-bit color or 256-level grayscale.
- **Supports a Variety of Scanning Modes**
  The scanner supports the following scanning modes, depending on the document type:
  - Single-sided or double-sided scanning (with Skip Blank Page function)
  - Continuous or single sheet feed
- **Card Scan**
  You can scan business or ID cards.
- **Paper Size Detection**
  The scanner automatically detects the size of a scanned document and eliminates any unnecessary space around the edges of the image when storing the image, even when storing a document of irregular size.
- **Auto Color Detection**
  The scanner detects whether the scanned document is in color, grayscale, or black and white, and saves the image accordingly.
- **Full Auto Mode**
  A Full Auto Mode is provided in the supplied software, CaptureOnTouch, to allow scanning under automatically determined conditions. Scanning conditions such as the color mode and page size are set automatically based on the document being scanned.
- **Auto Resolution Detection**
  When enabled in the CaptureOnTouch or scanner driver settings, this function detects the content of documents and determines the scanning resolution automatically.
- **Folio Scan**
  You can scan folded documents. The scanner will scan both sides and combine the scanned images into a single image.
- **Deskew**
  The scanner straightens scanned images when it detects that the document was placed askew.
- **Ultrasonic Double Feed Detection**
  Ultrasonic waves are used to detect pages that are fed at the same time, and scanning stops if a double feed is detected.
- **Double Feed Detection Ignore**
  When a double feed is detected, the DFR button on the operation panel is lit. You can continue scanning by pressing the DFR button.
- **Text Enhancement Modes**
  The scanner is equipped with an Advanced Text Enhancement Mode to enhance the text of documents with dark or uneven backgrounds, and an Advanced Text Enhancement II mode to enhance the text when both the text and background are light. These modes may not work, depending on the type of document.
- **Color Drop-out**
  The scanner is equipped with a Color Drop-out function that enables you to specify a color for the scanner to omit from the scanned image during black and white or grayscale scanning.
- **Skip Blank Page Function**
  The scanner is equipped with a Skip Blank Page function that enables you to scan a document without storing images of blank pages, regardless of whether each page of the document is two-sided or one-sided. Both sides are scanned, but saving the image is skipped for scan images judged to be from a blank page.

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- **Prescan Function**
  The scanner is equipped with a Prescan function that allows you to adjust the contrast and brightness of a prescanned image and then send the adjusted image to the application software, without needing to scan the document again.
- **Character/Line Emphasis Function**
  If characters and lines in scanned images are not clearly visible, you can use this function to adjust their thickness during scanning.
- **Skew Detection Function**
  The scanner automatically stops operation when documents are fed at an excessive slant to prevent damage to documents.
- **Start Scanning from the Operating Panel**
  You can start scanning by launching CaptureOnTouch with the operating panel buttons. By default, Job No.1 is assigned to Scan First, which allows you to easily scan a document by just following the instructions on the screen.
- **Auto Start**
  The scanner is equipped with an auto start function, which enables scanning to be automatically started when a document placed in the feeder is detected.
- **Sleep Mode**
  The scanner is designed to save energy by automatically entering the sleep mode if 10 minutes elapse without scanning or another operation being performed.

Hint

Some functions may not be available depending on the software you are using.

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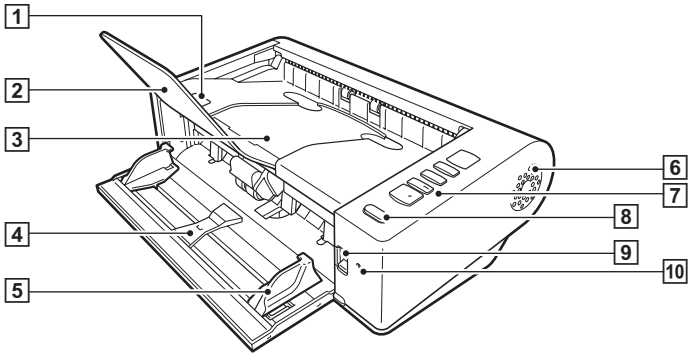
Names and Functions of Parts

Front View (With the Feed Tray Open)



1 OPEN Lever
Raise this to open the upper unit.

2 Document Eject Extension Support
Open this when scanning documents longer than 150 mm in length.

3 Document Eject Tray / Upper Unit
Scanned documents are output here.
Open this when cleaning the inside of the scanner or replacing rollers.

4 Document Feed Tray
Place the document.

5 Document Guides
Align the document guides with both edges of the document to ensure that the document feeds straightly.

6 Ventilation Holes
These cool the interior of the scanner. Do not block the ventilation holes, as doing so might cause overheating.

7 Operating Panel
A range of scanning operations can be performed with this, such as starting and stopping scans, executing registered jobs, and cancelling double feed detection. (See p. 24)

8 Power button
Press this to turn on the scanner. The button remains lit while the power is on.
Press and hold the button until the light goes out to turn off the scanner.
The power button lights or flashes as follows depending on the scanner status.

Power Button Indication	Description
Lit	Power is on
Flashing	Sleep mode

9 Feed Selection Lever
Use this to change the way documents are fed.
Set the lever to the lower position when scanning documents consecutively. (See p. 27)
Set the lever to the upper position when scanning documents one page at a time or scanning multi-page documents that are fastened together. (See p. 27)

10 LED Indicator (Orange)
This lights during non separation feeding mode.

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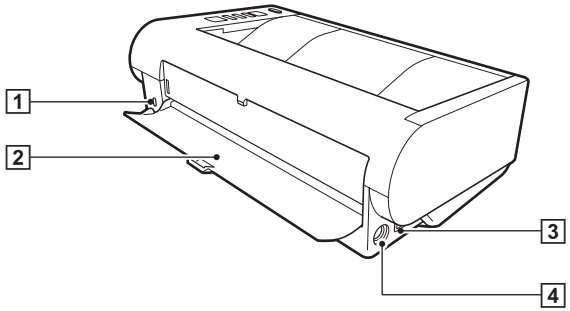
Back View



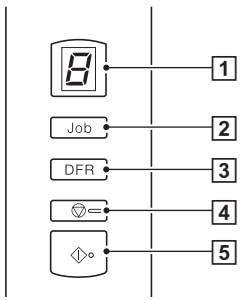
1 Kensington Slot
Connect an anti-theft key chain or the like.

2 Straight Path Tray
When using the straight path, scanned documents are output here.

3 USB Connector
Connect the supplied USB cable to this connector.

4 Power Connector
Connect the supplied AC adapter to this connector.

Operating Panel



1 Job No. Indicator
This displays the number of the job selected with the operating panel, errors, and other information.

2 Job Select Button
This selects registered jobs. Every time the button is pressed, the Job No. displayed in the Job No. Indicator changes.

3 DFR (Double Feed Release) Button
This is lit when a document double feed is detected. Pressing this button cancels the double feed detection function, allowing you to continue scanning.

4 Stop Button
This stops active jobs.

5 Start Button
This executes the job displayed in the Job No. Indicator.

Displayed Error Codes

When a scanning error occurs, the following error codes are displayed in the Job No. Indicator.

: displayed when the upper unit is open.

: displayed when a paper jam is detected.

: displayed when a double feed is detected while scanning.

: displayed when a skewed document is detected.

: displayed for other errors.

Other Displays

When the straight path tray is opened or closed, the eject method is displayed in the Job No. Indicator.

: flashes during straight path mode.

: animates during U-turn path mode.

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Documents

The scanner can scan documents ranging in size from business cards to LTR/A4. The document sizes that this scanner can scan are shown below.

Plain Paper

Size

Width: 50.8 mm to 216 mm (2" to 8.5")

Length: 54 mm to 356 mm (2.12" to 14") (You can scan documents up to 3,000 mm (118.1") long by setting the scanner to the Long Document mode.)

Paper thickness

Straight path: 27 to 255 g/m^2 (7 to 68 lb bond) 0.04 mm to 0.3 mm (0.00157" to 0.0118")

U-turn path: 27 to 128 g/m^2 (7 to 34 lb bond) 0.04 mm to 0.15 mm (0.00157" to 0.0075")

Loading capacity

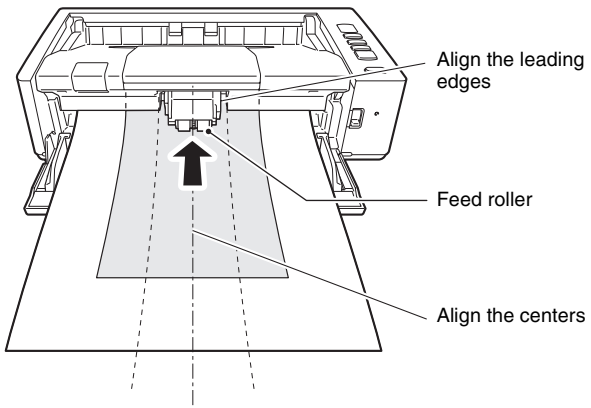
A4 size or smaller: 50 sheets

Larger than A4 size: 40 sheets

IMPORTANT

The documents to be scanned must satisfy certain criteria. Read the following items carefully.

- When scanning multiple documents of different sizes, place the documents so that they cover the entire span of the feed rollers by aligning the centers and leading edges of the documents.



- It is recommended that documents exceeding 356 mm (14") size are fed one sheet at a time.
- Scanning documents before the ink is dry can cause problems with the scanner. Always make sure that the ink on a document is dry before scanning it.
- Scanning documents that are written in pencil or similar material may make the rollers and scanning glass dirty, which can lead to smudges on the scanned image and transfer the dirt to subsequent documents. Always clean the internal parts of the scanner after scanning such documents.
- When scanning a two-sided document that is printed on thin paper, the image on the opposite side of each page may show through. In this case, adjust the scanning intensity in the application software before scanning the document.
- Laminated documents may not be scanned correctly, depending on the document.
- It is recommended that thin documents be fed one page at a time.
- Scanning the following types of documents can cause a paper jam or malfunction. To scan such a document, make a photocopy of the document and then scan the photocopy.

There are creases or fold lines.

Carbon paper

There are curls.

The surface is coated.

There are tears.

Extremely thin document such as semi-transparent thin paper.

There are clips or staples.

Documents with excessive paper dust particles.

Business Card

Size:	50 mm x 85 mm (1.97" x 3.35") or larger
Paper thickness:	380 g/m^2 (80 lb bond) 0.45 mm (0.0177") or larger
Orientation:	Vertical feeding only
Eject method:	Straight path only

IMPORTANT

If a stack of business cards cannot be fed properly, reduce the number of cards in the stack.

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Card (plastic)

Size:	54 mm x 86 mm (2.12" x 3.37") (ISO standard)
Card thickness:	0.76 mm (0.03") or less, 1.4 mm (0.055") or less for the embossment
Orientation:	Vertical or horizontal feeding (only vertical for embossed cards)
Eject method:	Straight path only
Loading capacity:	3 cards (non-embossed), 1 card (embossed)

⚠ CAUTION

- Use the straight path when scanning cards.
- Embossed cards may not be able to be scanned correctly, depending on the type of embossment.

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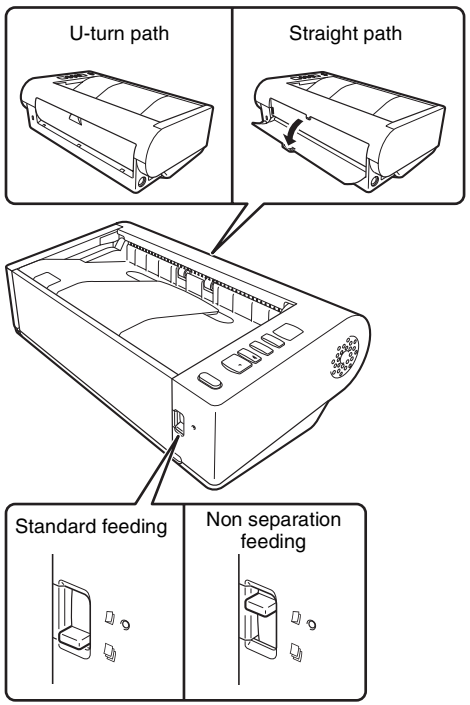
Switching the Feed and Eject Methods

Switch the feed and eject methods based on the type of document you are scanning.

The U-turn path is used when the straight path tray at the rear of the scanner is closed, and the straight path is used when it is opened.



Standard feeding is used when the feed selection lever at the front of the scanner is lowered, and non separation feeding is used when it is raised.

Standard feeding is used to feed documents one page at a time. Non separation feeding is used to feed bound or fastened multi-page documents or folded documents without separating them.

Feed and Eject Methods for Different Document Types

Document type	Feed method	Eject method	Remarks
Plain paper	Either	Either	
Business cards	Either	Straight path	Place cards vertically.
Plastic cards	Either	Straight path	Embossed cards must be placed vertically one card at a time. Up to three non-embossed cards can be placed at one time (either vertically or horizontally).
Thick paper	Either	Straight path	
Thin paper	Either	Either	
Bound or fastened paper (e.g., invoices)	Non separation feeding	Either	
Long documents	Non separation feeding	Either	
Half-folded paper	Non separation feeding	Either	

Hint

When scanning documents that contain both plain paper and plastic cards, place the cards at the top and use the straight path.

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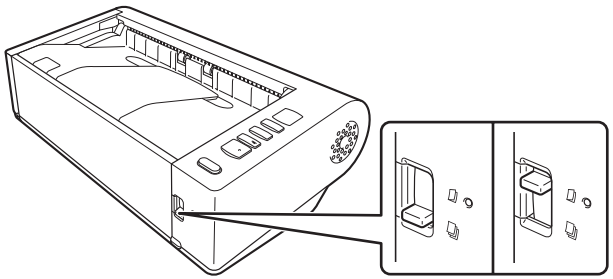
Placing Documents

1 **Switch the feed method based on the type of document you are scanning.**

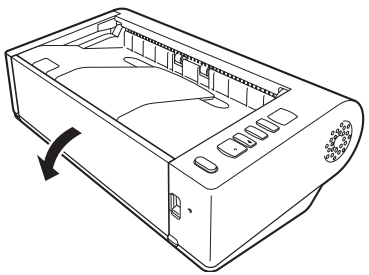
When scanning plain paper or business cards, set the feed selection lever to the standard feeding position (lower position). The pages of a multi-page document will be separated and fed one page at a time.

When scanning plastic cards or bound or fastened paper (e.g., invoices), set the feed selection lever to the non separation feeding position (upper position). As documents are scanned without page separation, place the documents one page at a time (one set in the case of bound or fastened paper).

For details on the feed methods for each document type, see p. 27.



2 **Open the document feed tray.**

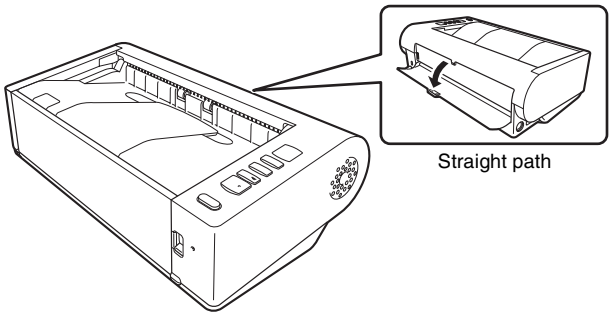


3 **Switch the eject method based on the type of document you are scanning.**

Ordinarily, you should scan with the straight path tray at the rear of the scanner closed (U-turn path).

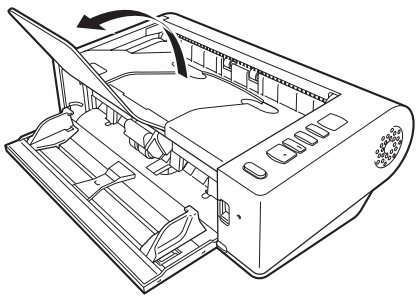
When scanning business cards, plastic cards, or other documents you do not want to bend, open the straight path tray (straight path).

For details on the eject methods for each document type, see p. 27.



Straight path

4 **If you are scanning long documents with the U-turn path, open the document eject extension support.**



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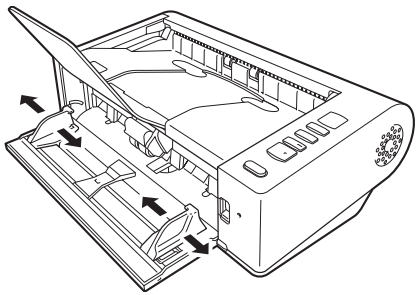
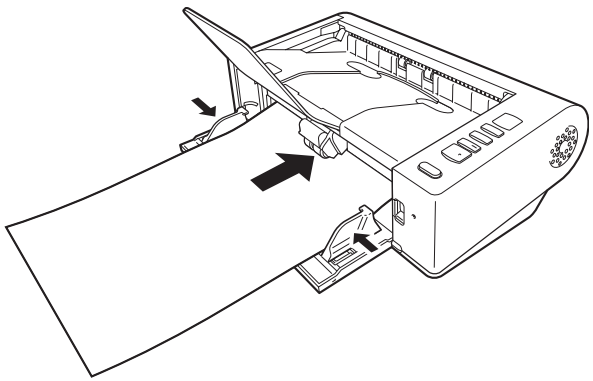
5 **Adjust the document guides to fit the width of the document to be scanned.**



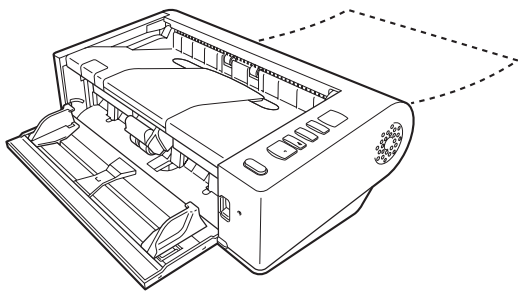
6 **Place the document.**



After placing the document, align the document guides with both edges of the document.

IMPORTANT

- When placing documents into the feed tray, take care not to cut your hand on the edges of the paper.
- Make sure that the document does not exceed the loading limit marks (▼) on the document guides. Up to 50 pages of ordinary plain paper (80 g/m^2) can be loaded at the same time.
- Before you place a document, check to make sure it does not contain paper clips, staples, or other small metal objects. These items may cause a fire or electrical shock, damage the document, or cause a paper jam or scanner malfunction.
- Do not wear loose clothing or jewelry that may get caught in the scanner while you are using it, as this may result in personal injury. Be extra careful of neckties and long hair. If anything gets caught in the scanner, immediately turn OFF the power switch, and disconnect the power cord from the power outlet to stop scanning.
- Always smooth out any folds or curls in your documents before placing them into the feeder. If the leading edge of a document is curled, it may cause a paper jam.
- If feeding stops due to a system error or paper jam while the scanner is scanning, resolve the problem, make sure that the scanned image of the last page that was successfully fed has been stored, and then resume scanning the remaining document pages.
- After you finish scanning, close the document feed tray, document eject extension support, and straight path tray to prevent damage to the scanner while it is not being used.
- When scanning multi-page documents that are fastened together (e.g., invoices), place the document so that the fastened edge is toward the feed tray.
- Be careful when scanning paper that is longer than A4 or letter (LTR) size or thin paper, as the documents may fall off of the eject tray after scanning.
- When using the straight path, documents will be ejected from the rear of the scanner. Do not place any obstructions near the document eject outlet. To ensure that the documents are ejected smoothly, make sure that the scanner is placed on a smooth, flat surface.



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Placing Cards

1 **Set the feed selection lever to the standard feeding position (lower position).**

2 **Open the document feed tray.**

3 **Open the straight path tray.**

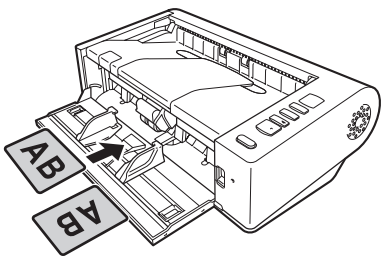
CAUTION

Open the straight path tray when scanning cards. Scanning with the U-turn path may damage the card.

4 **Adjust the document guides to fit the width of the card to be scanned.**

5 **Place the card.**

Up to three non-embossed cards can be placed vertically or horizontally at one time. Embossed cards must be placed one at a time and vertically.



CAUTION

- Use the straight path when scanning cards.
- Embossed or laminated cards may not be scanned correctly, depending on the card.
- Ultrasonic double feed detection will not function properly when scanning cards. Clear the [Detect by Ultrasonic] check box in the [Feeding] tab.

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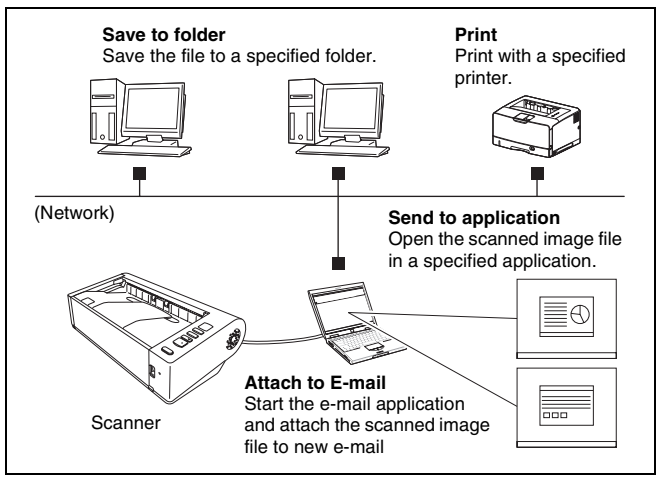
Scanning with CaptureOnTouch

What is CaptureOnTouch?

CaptureOnTouch is a scanning application that allows you to scan a document with a simple operation by following the instructions on the screen.


Save to folder
Save the file to a specified folder.
Print
Print with a specified printer.
(Network)
Send to application
Open the scanned image file in a specified application.
Attach to E-mail
Start the e-mail application and attach the scanned image file to new e-mail
Scanner

CaptureOnTouch is provided with multiple scanning methods that can be selected according to the purpose and application.

Scan First

Scan a document and then select the output method. This method allows you to easily scan a document by just following the instructions on the screen.

Select Scan Job

Register scanning settings from the scanning conditions to the output method as jobs, and then scan a document by just selecting the job that suits your purpose. This method is convenient when you want to repeat scanning using a set procedure.

Operating the scanner with the operating panel buttons

You can start scanning by selecting a job from the scanner's operating panel.

Format for saving image files

Excluding times when [Print] is selected as the output method, you can specify any of the following file formats for scanned images.

- PDF format
- TIFF format
- JPEG format
- BMP format
- PPTX format (file format for Microsoft PowerPoint 2007 and later)

Starting and Exiting CaptureOnTouch

By default, CaptureOnTouch becomes resident in the system when you start your computer.

Double-click (CaptureOnTouch icon) in the taskbar to start CaptureOnTouch and display the main window.

Hint

- You can also start CaptureOnTouch from the Start menu. Click [Start] – [All Programs] – [Canon DR-M140] – [DR-M140 CaptureOnTouch].
- When [Make CaptureOnTouch resident] is turned on by using the [Basic settings] tab on the [Environmental settings], this shortens the time from pressing the scanner start button to the start of scanning. Refer to the *User Manual* for detailed information.

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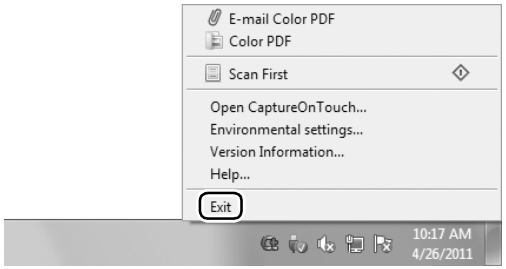
Exiting CaptureOnTouch

Click [x] at the top of the window to close the CaptureOnTouch main window. When doing so, the main window closes but CaptureOnTouch is kept as resident in the system.
To stop CaptureOnTouch being resident in the system, click the (CaptureOnTouchiconj in the taskbar, and select [Exit] from the menu.



CaptureOnTouch becomes no longer resident in the system and the icon disappears from the taskbar.

Restarting CaptureOnTouch

To use CaptureOnTouch after it is no longer resident in the system, restart it by following the procedure below. CaptureOnTouch will start and become resident in the system again.

- Click [Start] – [All Programs] – [Canon DR-M140] – [DR-M140 CaptureOnTouch].

Scan First

Scan a document and then select the output method. This method allows you to easily scan a document by just following the instructions on the screen.

Operation Flow

Scan the document
▼
Configure the output settings
▼
Output the scanned images

1 Place the document in the scanner.

2 Click [Scan First].

The top screen of Scan First appears.

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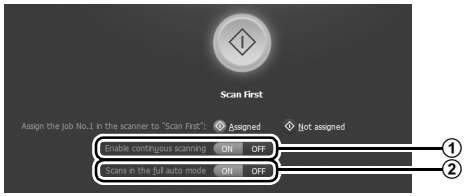
3 Set the scan method in the top screen.



① Specify whether to enable continuous scanning. When scanning multiple documents as one scanned image or splitting up a large document to scan in parts, select [ON] to enable continuous scanning.

② Specify whether to scan the document in full auto mode. When you want to specify arbitrary scanning conditions, select [OFF] and configure the scanner settings. (See p. 37)

4 Click the Start button.

The document is scanned. While scanning is in progress, the number of pages scanned is displayed in addition to the scanner settings.
When scanning is finished, the Output settings screen appears.

IMPORTANT

If you configure scanning conditions that consume a large amount of the computer's memory, scanning may stop because of insufficient memory. If an error message appears due to insufficient memory while scanning is in progress, exit the application, change the scanning conditions, and then try scanning again.

Hint

If a document is scanned when [Enable continuous scanning] is set to [ON], the Continuous Scanning screen (see p. 39) appears when the scanning of the document is finished.

If you place the next document and click [Scan], scanning of the document starts.
When scanning of all the documents is finished, click [Next step].

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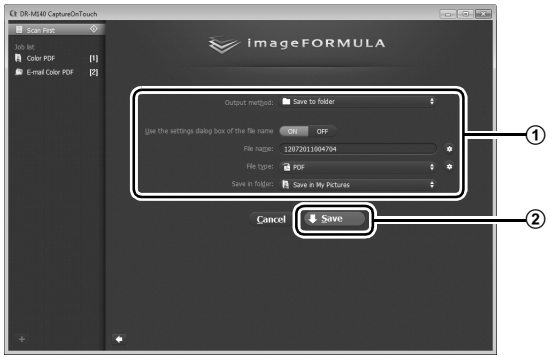
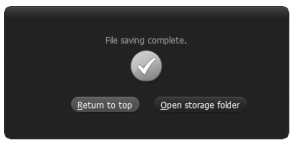
5 **Configure the settings related to output and then output the scanned images.**



① Configure the settings related to output. (See p. 40)
② Click this button to output the scanned images. The button name differs for each output method. For example, it is [Save] when the output method is set to [Save to folder].

When output is finished, the complete screen appears. Scan First is now finished.



Hint

- Clicking [Return to top] returns to the main screen of Scan First.
- When output methods apart from [Attach to E-mail] or [Print] are specified, you can click [Open storage folder] to open the folder in which the scanned images were saved.

Select Scan Job

Register scanning settings from the scanning conditions to the output method as jobs, and then scan a document by just selecting the job that suits your purpose. This method is convenient when you want to repeat scanning using a set procedure.

Operation Flow

Register the job
▼
Select the job
▼
Scan the document
▼
Output the scanned images

Registering and Editing Jobs

In CaptureOnTouch, up to 9 jobs can be registered for use with Select Scan Job.

1 **Click the + button.**

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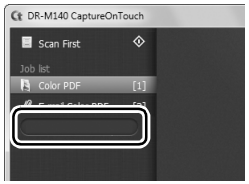
2 **Enter the job name, and press the Enter key.**



Hint

Job numbers up to 9 are added (in numerical order) to the end of the set job name. By specifying the job number with the operating panel, you can start scanning after pressing the operating panel button. (See p. 37)

3 **Specify the output method of the job. (See p. 40)**

4 **Click [Output settings], and configure the output settings.**

The output setting items differ depending on the specified output method. For details on the setting items, see the Help of CaptureOnTouch.

Selecting a Job and Scanning

1 **Place the document in the scanner. (See p. 27)**

The top screen of Select Scan Job appears.

2 **Click a job.**

Hint

- If you set [Enable continuous scanning] to [ON], you can continue to scan additional documents after all the pages of the initial document are scanned.
- If you set [Check output after scanning] to [ON], you can check the output settings after scanning.

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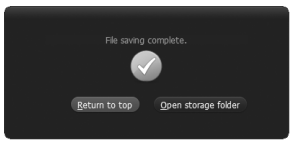
3 Click the Start button.

The document is scanned. While scanning is in progress, the number of pages scanned is displayed in addition to the scanner settings.
When all the pages of the document are scanned, the scanned images are output according to the registered job settings and the complete screen appears.



IMPORTANT

If you configure scanning conditions that consume a large amount of the computer's memory, scanning may stop because of insufficient memory. If an error message appears due to insufficient memory while scanning is in progress, exit the application, change the scanning conditions, and then try scanning again.

Hint

- Clicking [Return to top] returns to the top screen of Select Scan Job.
- When output methods apart from [Attach to E-mail] or [Print] are specified, you can click [Open storage folder] to open the folder in which the scanned images were saved.

When [Enable continuous scanning] is set to [ON]

The Continuous Scanning screen (see p. 39) appears when all the pages of the document are scanned.
If you want to scan another document, place the document in the scanner and then click [Scan].
When scanning of all the documents is finished, click [Next step].

When [Check output after scanning] is set to [ON]

The Output Confirmation screen appears before the scanned images are output.
Change the settings for the output method if necessary and then click the output button. The name of the output button differs for each selected output method.

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Operating the scanner with the operating panel buttons

You can start scanning by selecting a job from the scanner's operating panel.

1 **Set a job number every time a job is registered with CaptureOnTouch.**

2 **Place the document in the scanner.**

3 **Press the Job Select button in the operating panel to display the required job number in the Job No. Indicator.**
The job numbers of jobs displayed in the operating panel are allocated as follows.

Job No.	Job
1	Scan First (default / modifiable)
2 to 9	Jobs registered with CaptureOnTouch.

4 **Press the Start button in the operating panel.**
CaptureOnTouch is launched and the scanning of the selected job starts.

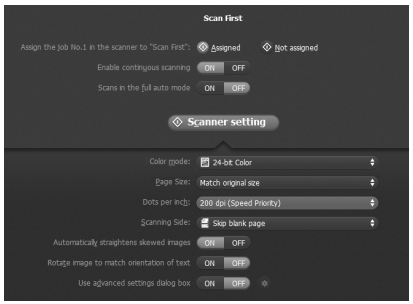
Hint

When scanning jobs selected with the operating panel buttons, the CaptureOnTouch main window automatically closes 5 seconds after the output process finishes.

Scanner Settings

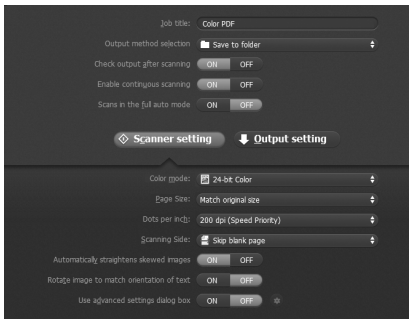
By default, CaptureOnTouch scans with scanning conditions that match the document because scanning in full auto mode is enabled. If you want to specify, for example, the scanning mode and document size, you can configure the desired scanning conditions in the scanner settings.
The scanner setting items are common to Scan First and Select Scan Job.

When Scan First:



For Scan First, configure the scanner settings before you start scanning.

When Select Scan Job:



For Select Scan Job, configure the scanner settings for each job.

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Setting Basic Items

Scanner settings include the basic items that are configured in [Scanner Setting], and the setting items that are configured in the advanced settings dialog box. The settings in the advanced settings dialog box are applied for settings other than the basic items.
The settings in the driver settings dialog box are applied for any other settings.

Color mode

Select from the following modes for scanning documents.

Detect automatically	Detects whether the document is color or gray and then scans.
24-bit Color	Scans the document in color.
Grayscale	Scans the document in Grayscale.
Black and White	Scans the document in black and white (binary).

Page Size

Specify the page size of the document.
If you specify [Match original size], the page size of the scanned document is detected and the images are saved at the detected size.

Dots per inch

Specify the scanning resolution.
When [Detect automatically] is specified, the resolution is detected automatically from the content of the scanned document.

Scanning Side

Specify whether to scan only one side or both sides of a document.
When [Skip blank page] is specified, any blank paged detected within the document is skipped during scanning.

Automatically straightens skewed images

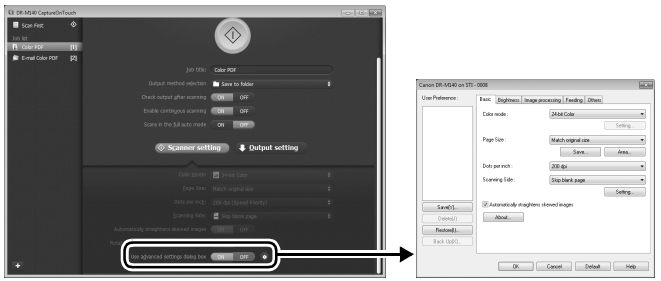
When a document is scanned skewed, the skewed scanned images are detected and then straightened.

Rotate image to match orientation of text

The orientation of text in scanned images is detected, and the images are rotated so that the text is correctly oriented.

Use advanced settings dialog box

Configure scanner settings other than the basic items in the advanced settings dialog box (scanner driver). To open the scanner driver, select [ON] and then click the ⚙ button.



For details on the setting items, see the Help of the driver settings dialog box.

Hint

The driver settings dialog box includes setting items that are the same as the basic items in [Scanner Settings], but the setting for each of the them is stored separately. Which settings are used during scanning differs as follows depending on the setting of the [Use advanced settings dialog box] check box.

Setting of [Use advanced settings dialog box]	Basic items	Other than basic items
OFF	Settings of [Scanner Settings]	Settings of the advanced settings dialog box of the scanner driver
ON	Settings of the advanced settings dialog box of the scanner driver	

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Operation in Continuous Scanning Screen

If a document is scanned with either Scan First or Select Scan Job when [Enable continuous scanning] is set to [ON] in the Start screen, the Continuous Scanning screen appears when all of the pages of the placed document have been fed. You can confirm the scanned images and then continue scanning.

① Thumbnail Display Area

Displays the thumbnail images of the scanned document. The following operations are possible.

Click a thumbnail image to display a preview of that scanned image in the preview area.

Drag thumbnail images to change the positions of pages.

Click on a thumbnail image to delete the scanned image for that page (Scan First only).

② Preview Area

Displays the preview images of the scanned document.

③ Preview Controls

Control the preview images and cancel or continue scanning with the following buttons.

Tools (Name)	Description
(Zoom in)	Enlarges the preview image.
(Fit page)	Enlarges or reduces the preview image to fit the current window size.
(Zoom out)	Reduces the preview image.
(Rotate left)	Rotates the image 90 degrees counterclockwise. (Scan First only)
(Rotate right)	Rotates the image 90 degrees clockwise. (Scan First only)
(Rotate 180)	Rotates the image 180 degrees. (Scan First only)
(Cancel)	Cancels the image scanning operation and returns to the top screen.
(Scan)	Starts scanning of the next document.
(Next step)	Proceeds to the next step in the scan process.
Page: 4 / 4 (Page Number / Total Number of Pages)	Displays the current page and total number of pages.

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Setting the Output Method

CaptureOnTouch is provided with various output methods for processing scanned images.
The output method specification is common to Scan First and Select Scan Job.

Scan First:

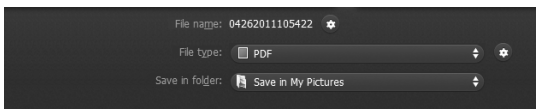
For Scan First, select an output method in the output method selection screen which appears after scanning, and then specify each of the output method items.

Select Scan Job:

For Select Scan Job, specify the output method separately for each job.

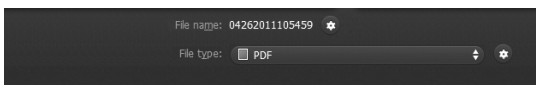
The setting items related to output differ depending on the output method.

Save to folder



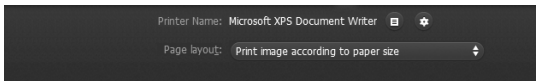
Saves the scanned images to a specified folder. When you specify this output method, configure the settings for the image files to be saved.

Attach to E-mail



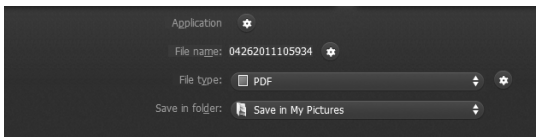
Attaches the scanned images to new e-mail in the e-mail application. When you specify this output method, configure the settings for the image files to be attached to e-mail.
To use this feature, an e-mail application such as Windows Mail or Outlook Express (both of these applications come standard with the operating system) that supports MAPI (Microsoft Messaging Application Programming Interface) needs to be specified as the default program of the operating system.

Print



Prints the scanned images with a specified printer. When you specify this output method, specify the printer for printing.

Send to application



Saves the scanned image file in a specified folder and then opens it with a specified application. When you specify this output method, click the [Application] button and specify the executable file of an application that can open image files. In addition, configure the settings of the image file to be saved

Other Output Methods

In an environment in which Microsoft SharePoint Server has been introduced, you can send scanned images to a Microsoft SharePoint site. To do so, select [Save in Microsoft SharePoint] as the output method, and configure the setting for the image files to be sent.
You must also open the advanced settings dialog box and configure settings such as the URL of the Microsoft SharePoint site, account information, and the save destination folder. For details on settings, see the help (click the [Help] button in the settings screen).

IMPORTANT

The Microsoft SharePoint plug-in supports only the Windows authentication format. Scanned images cannot be sent to Microsoft SharePoint sites that use other authentication formats.

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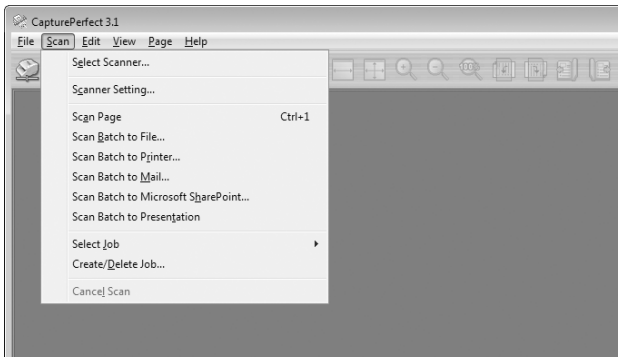
Scanning with CapturePerfect

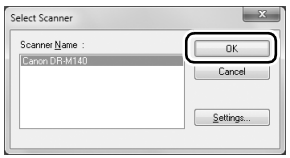
This section describes procedures from launching CapturePerfect to selecting a scanner, as well as procedures for scanning with the [Scan batch to file] function.
See the “CapturePerfect Operating Guide” or help for details.

1 **From the Windows task bar, click [Start] and then select [All Programs].**
Then click [CapturePerfect 3.1] followed by [CapturePerfect 3.1].

2 **Click [Select Scanner] in the [Scan] menu.**



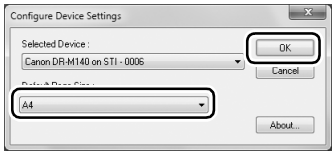
3 **Select [Canon DR-M140] and click [OK].**



Hint

If [Canon DR-M140] does not appear, reinstall the scanner driver. (See p. 9)

4 **Set the default paper size and click [OK].**

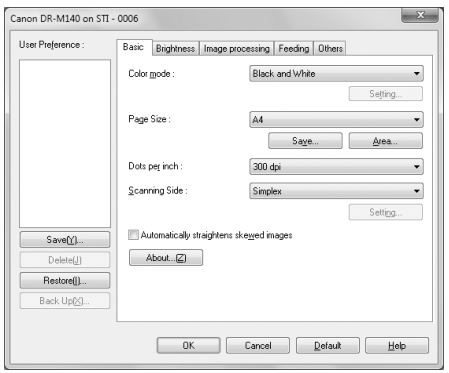


Hint

- The [Configure Device Settings] dialog box appears when selecting [Canon DR-M140] and clicking [OK] for the first time in the [Select Scanner] dialog box, and when [Settings] is clicked in the [Select Scanner] dialog box.
- These settings will apply when [Default] is clicked in the ISIS driver dialog box.
- For the TWAIN driver, the default size will be set to A4 and this cannot be modified.

5 **Click [Scanner Setting] in the [Scan] menu.**

6 **Configure the scanning conditions.**
Refer to the *User Manual* for detailed information.



7 **Place the document. (See p. 27)**

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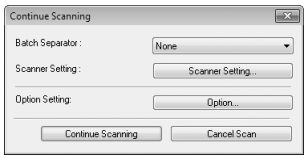
8 **Click [Scan Batch to File] in the [Scan] menu.**

9 **Configure the save destination, the name of the file to be saved and the file format, and then click [Save] to start scanning.**

IMPORTANT

If you configure scanning conditions that consume a large amount of the computer's memory, scanning may stop because of insufficient memory. If an error message appears due to insufficient memory while scanning is in progress, exit the application and try scanning again using different scanning condition settings.

10 **If the placed document is removed, the scan will be interrupted and the [Continue Scanning] dialog box appears. To continue scanning, add a document and click [Continue Scanning] To stop scanning, click [Cancel Scan].**



11 **When scanning is finished, click [Exit] in the [File] menu.**

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Replacing Consumable Parts

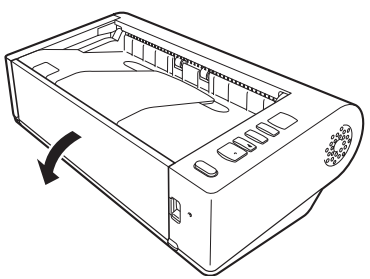
The feed roller and retard roller are consumable parts.
The feed roller and retard roller wear with scanning. If the feed roller and retard roller are worn, documents may not feed correctly and paper jams and double feeds may occur.
When more than 200,000 pages have been fed (total number of pages fed by the scanner), a message prompting you to replace the rollers is displayed when the computer is started.

DR-M140 Attention!
To maintain maximum performance, the current rollers should be replaced now. Please refer to the instructions in the User Manual.
After you complete the replacement, please make sure to reset the counter. Please also refer to the Instructions to reset the counter.
Do not show this message again.
OK

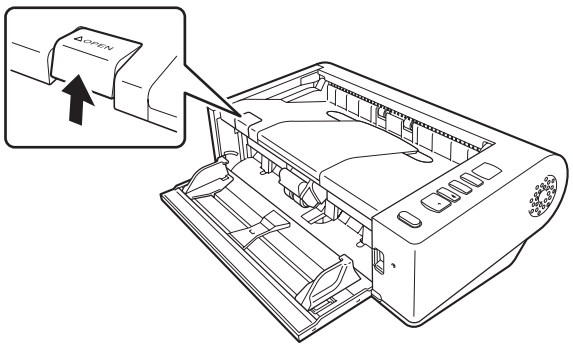
If this message begins to be displayed at startup, purchase an exchange roller kit and replace the worn parts with the consumable parts included in the kit (feed roller and retard roller). See p. 53 for details about the exchange roller kit.
Furthermore, the counter in the scanner that records the number of pages fed also needs to be reset when you replace the rollers. (See p. 46)

Opening and Closing the Upper Unit

1 **Open the document feed tray.**

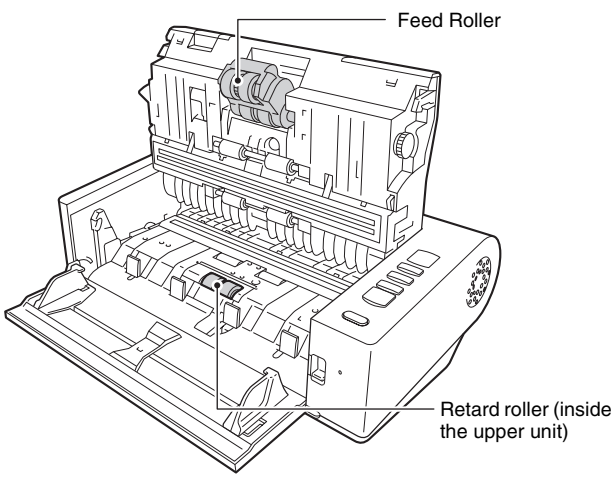


2 **Raise the OPEN lever, and open the upper unit.**



Hint

The location of each of the consumable parts is shown below.



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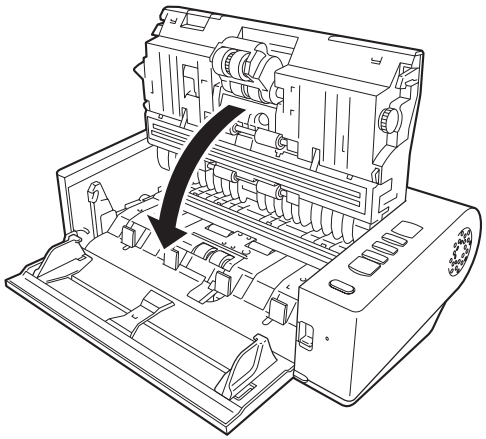
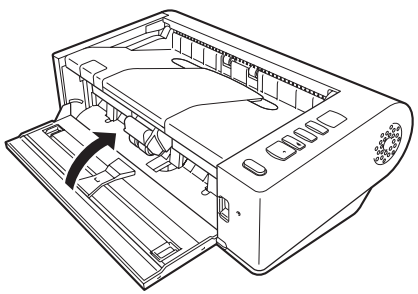
3 Close the upper unit by gently pushing down on the left and right sides. Push until it clicks into place to make sure that it is completely closed.

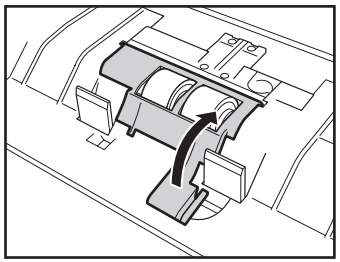


4 Close the document feed tray.

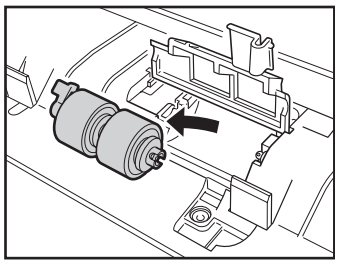


Replacing the Retard Roller

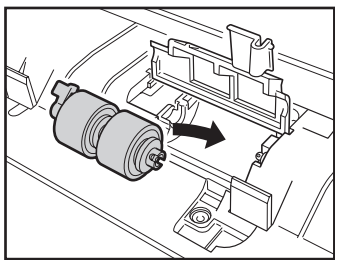
1 Unlock the roller cover and open it.



2 Remove the retard roller.



3 Install the new retard roller.



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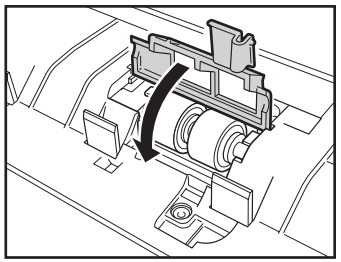
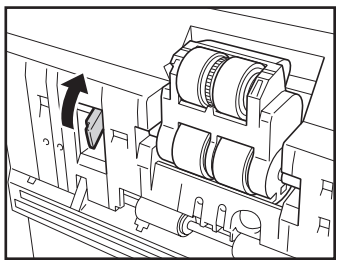
4 Press the roller cover to close it.

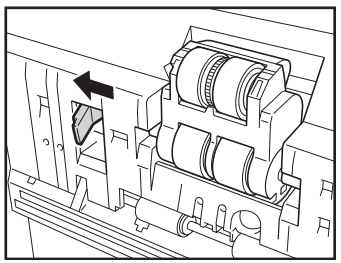


Replacing the Feed Roller

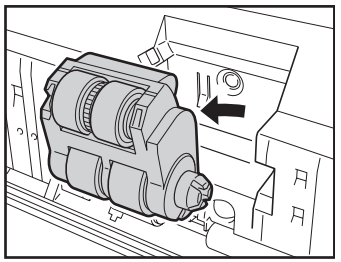
1 Lower the securing lever for the feed roller forward.



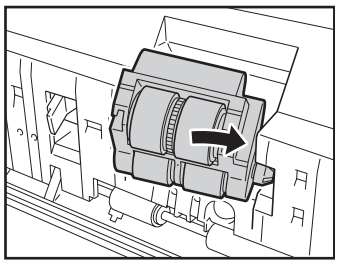
2 Slide the securing lever for the feed roller to the left.



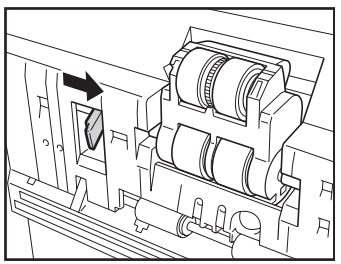
3 Remove the feed roller, detaching the left side first.



4 Install the new feed roller, attaching the right side first.



5 Slide the securing lever for the feed roller to the right.



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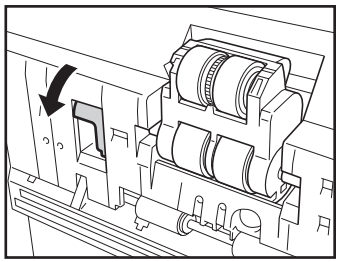
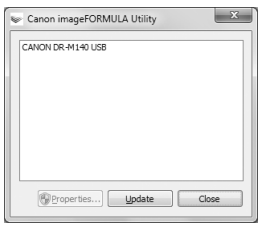
6 **Lower the securing lever for the feed roller until it clicks into place.**



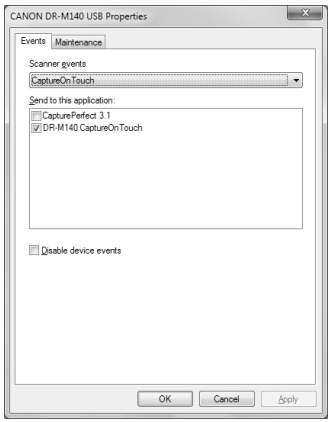
Resetting the counter

1 **Start Windows and log in as a user with administrator privileges.**

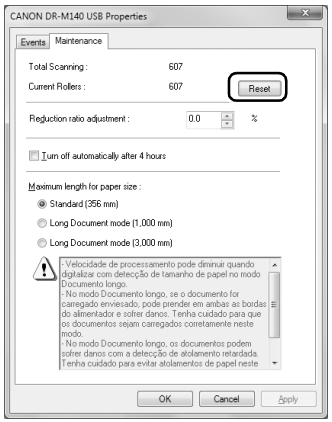
2 **Click the Start button, and then click [All Programs], [Canon DR-M140], and [Canon imageFORMULA Utility].**
imageFORMULA Utility starts.



3 **Click [Canon DR-M140 USB] and click [Properties].**
Scanner properties are displayed.



4 **Click the [Maintenance] tab and then select [Reset].**



The counter for [Current Rollers] resets.

5 **Click [OK] to close the scanner properties.**

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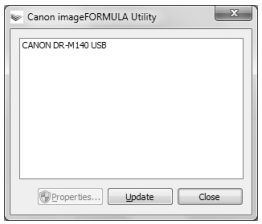
Auto Power Off Setting

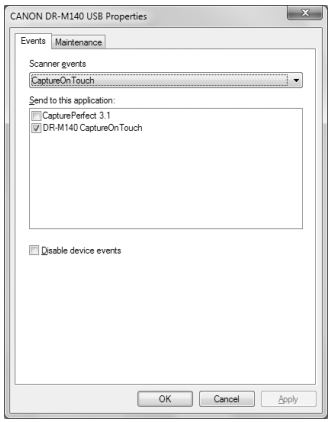
The scanner automatically turns off if 4 hours elapse without scanning or another operation being performed.
To disable this setting, follow the procedure below.

1 **Start Windows and log in as a user with administrator privileges.**

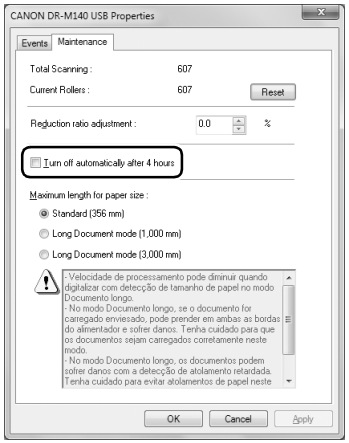
2 **Click the Start button, and then click [All Programs], [Canon DR-M140], and [Canon imageFORMULA Utility].**
imageFORMULA Utility starts.



3 **Click [Canon DR-M140 USB] and click [Properties].**
Scanner properties are displayed.



4 **Click the [Maintenance] tab and then clear the [Turn off automatically after 4 hours] check box.**



5 **Click [OK] to close the scanner properties.**

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Common Problems and Solutions

This section provides recommended solutions to common problems. If you have a problem that is not solved by the following, contact your local authorized Canon dealer.

Problem 1 **The scanner will not turn on.**

Solutions Confirm that the AC adapter is plugged firmly into a power outlet.

Problem 2 **The scanner is not recognized.**

Solutions
(1) Confirm that the scanner is properly connected to the computer with a USB cable.
(2) Confirm that the scanner is turned on. See the previous problem (1) if the scanner does not turn on.
(3) The computer's USB interface may not support the scanner. The scanner cannot be guaranteed to work with all USB interfaces.
(4) Confirm that the supplied USB cable is used to connect the scanner to the computer. The scanner cannot be guaranteed to work with all available USB cables.
(5) If the scanner is connected to the computer via a USB hub, try removing the hub and connecting directly to the computer.

Problem 3 **Documents feed askew (scanned images are slanted).**

Solutions
(1) Align the document guides to fit the documents as closely as possible, and load the documents so that they feed straightly.
(2) Enable [Automatically straightens skewed image] (or [Deskew]) in the scanner driver settings.
(3) If many pages have been scanned since roller cleaning, clean the rollers. If documents still feed askew, roller replacement or other maintenance may be needed. See Chapter 7 Maintenance for roller replacement procedures.

Problem 4 **Both sides are not scanned even when the Duplex scanner driver setting is enabled.**

Solutions In CaptureOnTouch and CapturePerfect, executing a job for which single-sided (simplex) scanning is registered will always result in simplex scanning, regardless of scanner driver settings.
To perform duplex scanning, either change the job setting or create another job for duplex scanning.

Problem 5 **If white lines or streaks appear in scanned images.**

Solutions Clean both sides of the scanner glass, and the rollers. If a sticky substance such as glue or correction fluid is found, carefully wipe with just enough pressure to clean the area where the lines appear. If the problem cannot be solved by cleaning, the internal glass may be scratched. Contact your local authorized Canon dealer.

Problem 6 **Pages are missing.**

Solutions When the scanner driver's [Scanning Side] setting is [Skip Blank Page], documents with very little black may be unintentionally skipped. Click the [Setting] button and decrease the [Set the likelihood of skipping blank page] value, or select another scan mode setting such as [Simplex] or [Duplex]. If pages are skipped due to the document double feeding, see "Problem 7 Documents jam (or double-feed)".

Problem 7 **Documents jam (or double-feed).**

Solutions
(1) If the roller has been installed correctly, clean it if necessary.
(2) Proper scanning may not be possible when document pages stick together due to static electricity. Fan the documents before you load them.
(3) Set the scanner to Non separation feeding mode, and manually feed the scanner one page at a time.

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Problem 8 **Scanned images are saved in TIFF instead of JPEG format.**

Solutions When documents are scanned with CapturePerfect while [Color Mode] is set to [Detect automatically] in the scanner driver, documents detected as black and white are automatically saved in TIFF format, even if the file type is specified as JPEG format. This occurs because JPEG format does not support black and white binary format images. If you want to save all images in JPEG format, change the scanning [Color Mode] to either [24-bit Color] or [256-level Gray].

Problem 9 **Each scanned image of a multi-page document is saved as a separate document.**

Solutions
- With CaptureOnTouch, you can scan multiple pages into one image file when TIFF or PDF file format is selected. To do this, select [File type], click the button, and select [Save all pages as one file] in the displayed dialog box.
- When you select [Scan Batch to File] from the [Scan] menu in CapturePerfect, a dialog box appears with a [Multi Page Settings] pull-down that allows you to select [Single Page]. If you select [Single Page] here, each page of a multi-page document is saved as a separate image file. To save multiple pages to a single image file, select [Multi Page (All Pages)].

Problem 10 **All of the placed documents have been scanned, but the scanned image does not appear on the application.**

Solutions When [Panel-Feeding] or [Automatic Feeding] is selected as the feeding method on the scanner driver's setting screen, a scanning operation will not continue after all of the documents are fed, as the scanner awaits additional documents to be fed. You can finish the operation and send the scanned images to the application by pressing the Stop button on the operating panel.

Problem 11 **Scanned images of multiple pages cannot be saved in a single JPEG or BMP (PICT) file.**

Solutions Multiple scanned images cannot be saved in a single JPEG or BMP (PICT) file. Save the images in either multi-page TIFF or PDF format.

Problem 12 **Memory becomes insufficient and scanning stops.**

Solutions If you configure scanning conditions that use a large amount of the computer's memory, scanning may stop because of insufficient memory. Although this depends on the computer's memory size, the possibility of insufficient memory increases if any of the following scanning conditions overlap.
- [Color Mode] is set to [24-bit Color]
- A large page size (e.g. Legal) is specified as the [Page Size]. Alternatively, the page size is set to [Scanner's Maximum].
- A high resolution (600dpi etc.) is specified for [Dots per inch].

If an error message appears due to insufficient memory while scanning is in progress, exit the application, change the scanning conditions (e.g. reduce the resolution or page size) and then try scanning again. In addition, the amount of memory used can be contained by turning off [Moire Reduction] and [Prevent Bleed Through/Remove Background] if they are set to on.

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Clearing Paper Jams and Skewed Documents

When paper jams and skewed documents are detected during scanning, the following error codes are displayed in the scanner's display panel and scanning is interrupted.

P Paper jam error code

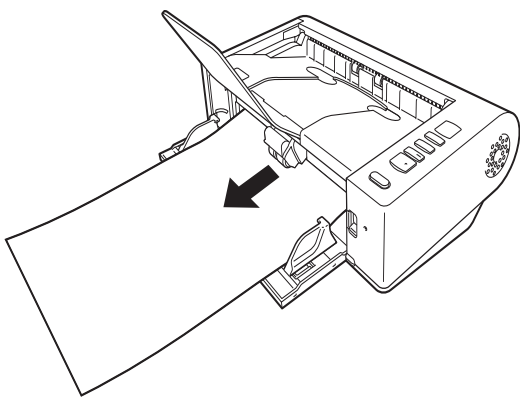
J Skew detection error code

When a paper jam or double feed occurs during scanning, use the following procedures to clear them.

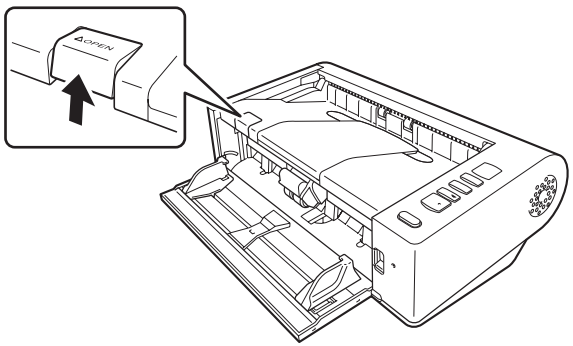
CAUTION

Be careful when removing jammed paper. take care not to cut your hand on the edges of the paper.

1 Remove the document.



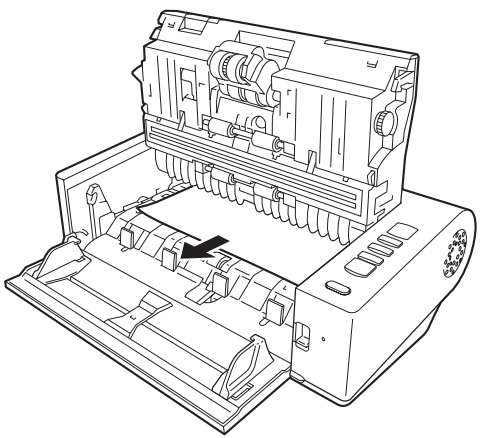
2 Raise the OPEN lever, and open the upper unit.



Hint

The "C" error code appears in the operating panel when the upper unit is open..

3 Remove the jammed document.



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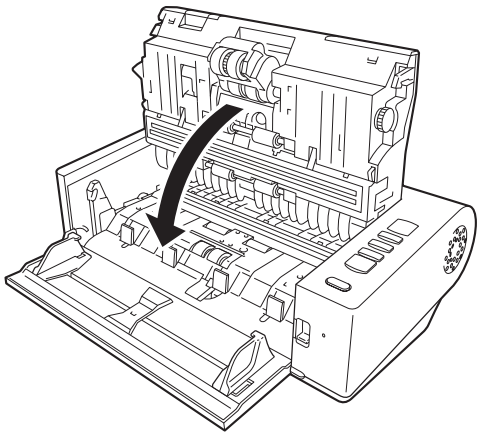
IMPORTANT

Make sure to pull the document out carefully, without applying too much force. If the jammed paper tears while you are pulling it out, make sure to remove any remaining pieces from inside the scanner.

4 Close the upper unit by gently pushing down on the left and right sides. Push until it clicks into place to make sure that it is completely closed.



After removing the jammed paper, check to see if the last page was scanned correctly, and then continue scanning.

Hint

When the [Rapid recovery system] check box is enabled in the scanner driver settings screen, you can resume a scanning operation even if it is interrupted by a paper jam by removing the document and resuming from the document that was being fed when the interruption occurred.
As the image of the document that was being fed at the time of the interruption may not be saved in such cases, be sure to verify the last scanned image before resuming the operation.

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Specifications

Main Unit

Type	Desktop sheetfed scanner		
Scanning Document Size			
Plain Paper			
Size	Width: 50.8 mm to 216 mm (2" to 8.5") Length: 54 mm to 356 mm (2.12" to 14") (You can scan documents up to 3,000 mm (118.1") long by setting the scanner to the Long Document mode.)		
Paper weight:	Straight path: 27 to 255 g/m^2 (7 to 68 lb bond) 0.04 mm to 0.3 mm (0.00157" to 0.0118") U-turn path: 27 to 128 g/m^2 (7 to 34 lb bond) 0.04 mm to 0.15 mm (0.00157" to 0.0075")		
Loading capacity:	A4 size or smaller: 50 sheets Larger than A4 size: 40 sheets		
Business Card			
Size:	50.8 mm x 85 mm (2.00" x 3.35") or larger		
Paper thickness:	380 g/m^2 (80 lb bond) 0.45 mm (0.0177") or smaller		
Orientation:	Vertical feeding only		
Eject method:	Straight path only		
Card			
Size:	54 mm x 86 mm (2.12" x 3.37") (ISO standard)		
Card thickness:	0.76 mm (0.03") or less, 1.4 mm (0.055") or less for the embossment		
Orientation:	Vertical or horizontal feeding (only vertical for embossed cards)		
Eject method:	Straight path only		
Loading capacity:	3 cards (non-embossed), 1 card (embossed)		
Scanning Sensor	Contact image sensor		
Light source	LED		
Scanning Side	Simplex/duplex		
Scanning modes	Black and White, Error Diffusion, 256-level Grayscale, Advanced Text Enhancement, Advanced Text Enhancement II, 24-bit Color		
Scanning resolution (Primary Scan Lines x Secondary Scan Lines)	150 x 150dpi/200 x 200dpi/300 x 300dpi/400 x 400dpi/600 x 600dpi		
Scanning Speed (Conditions: Core i7 2.8GHz CPU, 4 GB memory, A4 document size)			
Grayscale	Simplex	200dpi	40 pages/min.
		300dpi	40 pages/min.
	Duplex	200dpi	80 images/min.
		300dpi	80 images/min.
24-bit Color	Simplex	200dpi	40 pages/min.
		300dpi	40 pages/min.
	Duplex	200dpi	80 images/min.
		300dpi	80 images/min.
Interface	Hi-Speed USB 2.0		
Other functions	Folio scanning, double feed detection ignore		
External Dimensions	313 mm (12.32")(W) x 181 mm (7.13")(D) x 93 mm (3.66")(H)		
Weight (without AC adapter)	Aprpoximately 2.6 kg (5.51 lb)		
Power Supply (using AC adapter)	DC24V 0.9A		
Power Consumption	Scanning: Maximum 25 W In the Sleep mode: Maximum 1.9 W With power switch OFF: Maximum 0.5 W		
Noise	Not more than 56 dB		
Operating Environment	Temperature: 10°C to 32.5°C (50°F to 90.5°F) Humidity: 20% to 80% RH		

AC Adapter (100 to 240 V type)

Model Number	MG1-4558
Input	AC100 to 240V, 50/60 Hz, 1.1 to 0.58 A
Output	DC24V 2.0A
Weight	Approximately 0.4kg (0.88 lb) (including power cord)

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Replacement Parts

Exchange roller kit (product code: 5972B001)
Kit to replace the rollers (feed roller unit, retard roller).

- For the replacement procedure, see “Replacing Consumable Parts” on p. 43.
- Contact your local authorized Canon dealer or service representative for detailed information about the replacement parts.

Specifications are subject to change without notice due to product improvements.

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